

USC Chan Division of Occupational Science and Occupational Therapy

Event Form: Request for Food

By completing this form, you are requesting food to be provided at a USC Chan Division event using the USC Chan Division budget. Please allow 72 hours for processing an Everyday Event and 30 days for a Cardinal or Gold Event (see key at bottom of form). If your event involves a guest or speaker, please complete Page 2 of this form. Submit your completed request form to Nicole Elves, Events Coordinator, at elves@chan.usc.edu.

Requester Name: _____ Date Submitted: _____

Email: _____ Phone: _____

Event Name: _____ Event Date: _____

Event Location: _____ Event Time: _____

Location reserved? Yes No Unsure

Event Category: Everyday Cardinal Gold

Estimated Price Per Person: _____ Estimated Total Cost: _____

Estimated Attendance: _____ Preferred Food Vendor: _____

(Final attendance is due 7 days prior to event).

Electronic RSVP required? If yes, include link: _____

Please note if this budget will be coming out of a specific Chan Division account (i.e. Global Initiatives): _____

Please provide a brief description of the event. Please note the type of food requested (snacks, breakfast, lunch, dinner, etc) and why food is being requested for this particular event:

The key below was developed to help guide you in filling out this form.

Event Category	Everyday Event	Cardinal Event	Gold Event
Price Range (Per Person)	\$8-\$20	\$20-\$40	\$40+
Sample Events	<ul style="list-style-type: none"> Lunch Meeting Information Session Career Fair 	<ul style="list-style-type: none"> White Coat Ceremony Admitted Student Reception 	<ul style="list-style-type: none"> Board of Councilors Prospective Donors Faculty Recruitment
Sample Vendors	<ul style="list-style-type: none"> Ingallina's Domino's Pizza Subway Sandwiches Panda Express Michael J's 	<ul style="list-style-type: none"> USC Hospitality Urth Café Jay's Catering 	<ul style="list-style-type: none"> USC Hospitality Edmonson University Club